



a guide to the Ontario Government's special summer employment program



Ontario Experience '76 offers the young men and women of the Province a wide range of employment opportunities in the broad areas of culture, recreation, social services, education, and the environment.

Now in its fourth year of operation, the program will offer a meaningful work experience to more than 7,800 young people across Ontario. These positions are in addition to the many jobs available through regular summer replacement opportunities in the Provincial Government's various Ministries, agencies, and commissions.

As the greatest portion of summer employment must be provided by the private sector, we hope they will share the Provincial Government's confidence in young people's ability to put their education, enthusiasm and resources to productive use.

With best wishes for a rewarding summer experience.

William G. Davis
Premier of Ontario

We have put this booklet together to make sure you know about Ontario's "Experience '76" programme of summer jobs for students.

We have taken a close look at all the projects the various Ministries of the Ontario Government will be carrying on this summer, and we have tried to design a series of jobs for students that will let you make use of the special skills and interests you already have. We hope these jobs will help you to make your own career decisions more wisely.

This booklet describes the 7,800 jobs available in the programme. After reading it, I think you will agree that there is anything but "make work" projects. The people we hire will be making a real contribution to Ontario. We think you are as concerned about that as you are about the salaries.

The booklet also gives you all the information you will need to apply for these jobs. Quite frankly, we are afraid the summer job market is going to be tough this year, so I think it would be a good idea for you to apply as early as possible.

I hope you have a good summer. And if you have any comments or suggestions that might help us improve this programme, I hope you will write and tell me.

Sincerely yours,

Margaret Birch
Provincial Secretary

INTRODUCTION

Ontario Experience '76 offers the young men and women of the Province a wide range of employment opportunities in the broad areas of culture, recreation, social services, education, and the environment.

Whenever possible, Ontario Experience '76 operates through local organizations, agencies, institutions, and Government offices, so that component programs can be adapted to meet the specific needs of individual communities throughout the Province.

HOW TO APPLY

1. Read each program description carefully.
2. Pick those programs which involve one of your particular interests or areas of study.
3. Whenever possible, apply to those programs operating in your home area. NOTE: None of the programs pay travel allowances, room or board, unless otherwise arranged at the time of hiring.
4. Fill out a separate application form for each program you apply to.
5. Be sure you indicate the correct program number on each application.
6. Be sure you have the necessary educational "requirements". The following definitions apply:
secondary—students enrolled in secondary school at time of application.
post-secondary—students enrolled in a community college or university at time of application.
Some programs also require enrollment in a special course of study.
7. Mail your application directly to the address indicated at the end of each program description. In some cases, it will indicate the Ontario Government Ministry or agency office nearest to you. You can find the exact address under "Government of Ontario" in your local telephone directory; or, you might inquire at any nearby Government office for the address of a particular section.
Please do not send your completed applications to the Ontario Youth Secretariat or the Ontario Experience '76 office. This will only cause delay.

FOR MORE INFORMATION:

If you need more general information or clarification of the Ontario Experience '76 program, write to:
Ontario Experience '76
Queen's Park
Toronto, Ontario
M7A 1A2

Or call us in Toronto at (416) 965-0546. If you live outside Toronto, call collect. But, please call only if you cannot first get sufficient information from the particular job address shown.

NOTE: This information brochure is also available in French. If you require one, contact the Experience '76 office in Toronto.

APPLICATION DEADLINES:

For post-secondary students: April 5, 1976
For secondary students: April 30, 1976

MINISTRY OF AGRICULTURE AND FOOD

Program 00 32 positions

Young people will assist in the development of the Ontario Agricultural Museum through research, cataloguing, restoration of agricultural artifacts and buildings, as well as informing the public about the Museum's activities.
LOCATION: Museum site in Milton.

REQUIREMENTS: Secondary, post-secondary; some emphasis on museum technology and agricultural engineering students.
PERIOD OF EMPLOYMENT: Secondary—8 weeks; post-secondary—14 weeks.
WAGE RANGE: \$2.75—\$3.00 per hour.
APPLICATIONS AND INFORMATION: Ontario Agricultural Museum, Ministry of Agriculture and Food, Parliament Buildings, Queen's Park, Toronto, Ontario.

Program 01 5 positions

A program designed to aid in the development of pest management for horticultural crops through the collection and recording of weather and pest data during the crop season.
LOCATION: The Horticultural Experiment Stations at Vineland, Simcoe, Clarksburg, Smithsfield, and London.
REQUIREMENTS: First year university students.
PERIOD OF EMPLOYMENT: 16 weeks.
WAGE RANGE: \$3.00 per hour.
APPLICATIONS AND INFORMATION: Ministry of Agriculture and Food, Soils and Crop Branch, Parliament Buildings, Queen's Park, Toronto, Ontario.

Program 02 10 positions

Young people will be involved in topographical surveying and the design of tile drainage systems on agricultural lands. Some experience may be obtained in setting grade stakes, laser planes and general ditching machine operations.
LOCATION: Throughout Ontario.
REQUIREMENTS: Post-secondary students with a strong Agricultural background, enrolled in engineering, technical, and agricultural courses.

PERIOD OF EMPLOYMENT: 14 weeks.
WAGE RANGE: \$3.00 per hour.
APPLICATIONS AND INFORMATION: Ministry of Agriculture and Food, School of Engineering, University of Guelph, Guelph, Ontario.
NTG 2W1
Attention: J. E. Brubaker, Supervisor, Agricultural Engineering

CIVIL SERVICE COMMISSION

Program 10 175 positions

A program designed for secondary school students taking clerical or business options. The work experience will involve

the re-organization and consolidation of personnel files. The experience should be of interest to students considering the pursuit of careers in clerical functions.

LOCATION: primarily Toronto.
REQUIREMENTS: Secondary school students, preferably with some clerical training; a few senior positions may be of interest to post-secondary students.
PERIOD OF EMPLOYMENT: Secondary (mainly)—7 weeks; Post-secondary—13 weeks.
WAGE RANGE: \$2.65 per hour (a few positions up to \$3.00 per hour).
APPLICATIONS AND INFORMATION: Experience '76 Project, Ontario Civil Service Commission, Personnel Data Section, 1st Floor, Frost Building South, Queen's Park, Toronto, Ontario.
M7A 1Y7

MINISTRY OF COLLEGES AND UNIVERSITIES

Program 20 200 positions

Young people receive interest-free loans to a maximum of \$1,000 per venture, to own and operate their own summer business. Applications are received by local Chambers of Commerce in co-operation with the Ministry. Successful applicants will provide progress reports and financial statements on a regular basis and repay their loan at the end of the summer.
LOCATION: Throughout Ontario.
REQUIREMENTS: Senior Secondary or Post-secondary.
PERIOD OF EMPLOYMENT: Up to 20 weeks.
WAGE RANGE: Remuneration is based on the success of each individual business venture. None is guaranteed.
APPLICATIONS AND INFORMATION: Venture Capital, Experience '76 Program Administrator, Ministry of Colleges and Universities, 6th Floor, Mowat Block, Queen's Park, Toronto, Ontario.

Program 21 450 positions

A program co-ordinated through the Junior Achievement of Canada to encourage students to develop and operate low-risk businesses with guidance from trained staff and with some initial capitalization. Supervisory staff will be post-secondary students trained to provide local co-ordination and entrepreneurship. Initial hiring will be limited to supervisory staff positions.
LOCATION: It is expected that 29 projects will be undertaken in different centres throughout the Province. Once exact locations are determined, supervisory staff will recruit secondary students by visiting high schools and other community organizations.
REQUIREMENTS: 34 post-secondary students as supervisors. Approximately 450 secondary students as project participants.
PERIOD OF EMPLOYMENT: Post-secondary—18 weeks; Secondary—8 weeks.

WAGE RANGE: Supervisory Staff \$3.25—\$3.50 per hour. Project participants—none guaranteed; remuneration is based on the success of the project. The program is designed primarily to give secondary students a valuable insight into business operations.
APPLICATIONS AND INFORMATION: Post-Secondary Students, Junior Achievement of Canada, 3240 Bloor Street West, Toronto, Ontario.
M8X 1E4

NOTE: Secondary students should not apply to the above address if the program is operated in their community. Supervisory staff will be visiting your school or community organization in May or June. Look for a recruitment announcement at that time!

Program 22 106 positions

A program designed to provide meaningful employment for native secondary school students on university or college campuses in academic or administrative departments. It is intended to provide an introduction into the campus environment and thus encourage native secondary school graduates to continue their education.
LOCATION: London, Thunder Bay, Sudbury, Peterborough, Sault Ste. Marie and Ottawa.
REQUIREMENTS: 6 post-secondary students as campus co-ordinators. Approximately 100 secondary school students. ALL must be native students.
PERIOD OF EMPLOYMENT: Campus co-ordinators—12 weeks; Secondary school students—8 weeks.
WAGE RANGE: Campus co-ordinators—\$3.25 per hour; Secondary students \$2.80 per hour.
APPLICATIONS AND INFORMATION: Experience '76 Administrator, Ministry of Colleges and Universities, 6th Floor, Mowat Block, Queen's Park, Toronto, Ontario.

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Program 30 121 positions

Young people are placed in Ministry district offices to perform related tasks in the human services field. The work may involve assisting social workers, protective service workers, vocational rehabilitation counsellors; performing needed research and assisting Mental Retardation Co-ordinators with community development.
LOCATION: Ministry District Offices throughout Ontario.
REQUIREMENTS: Post-secondary students with an interest in the human services field.
PERIOD OF EMPLOYMENT: 14 weeks.
WAGE RANGE: \$3.00 per hour.
APPLICATIONS AND INFORMATION: May be obtained from: The District Office of the Ministry of Community and Social Services nearest you.

MINISTRY OF CULTURE AND RECREATION

Program 40 1,500 positions

This program, operated by the Field Services Branch of the Ministry of Culture and Recreation, is designed to employ youth on a variety of projects that develop useful community cultural and recreational programs for all ages. The projects are funded jointly by the Provincial Government and by local agencies such as municipal recreation departments, recreation committees, YM-YWCAs, public libraries, etc.
LOCATION: Throughout Ontario.
REQUIREMENTS: Post-secondary and Secondary students. Will vary according to individual projects.
PERIOD OF EMPLOYMENT: Up to 13 weeks.
WAGE RANGE: Will be determined by local employing agency and will be consistent with local wage rates and Experience '76 rates.
APPLICATION AND INFORMATION: Direct hiring is carried out by the local agencies. Applications submitted to the Ministry will be forwarded to such agencies.
Program 40, Experience '76, Field Services Branch, Ministry of Culture and Recreation, Queen's Park, Toronto, Ontario.

Program 41 109 positions

Teams of up to three people are trained in basic museum cataloguing procedures, and then placed in local museums across Ontario to catalogue their collections and artifacts.
LOCATION: In various museums throughout the Province.
REQUIREMENTS: Supervisors (car essential) and team leaders Post-secondary students enrolled in museology or related courses; e.g. history, anthropology, etc. Applicants for supervisors' positions—indicate "S" on envelope. Team members—majority post-secondary, and a few senior secondary.
PERIOD OF EMPLOYMENT: 14 weeks.
WAGE RANGE: Supervisors—\$3.50/hour; Team Leaders—\$3.00/hour; Team Members—\$2.85/hour.
APPLICATIONS AND INFORMATION: Program 41, Experience '76, Heritage Administration Branch, Ministry of Culture and Recreation, Queen's Park, Toronto, Ontario.

Program 42 21 positions

A program offered through the Multicultural Development, and Citizenship Branches of the Ministry of Culture and Recreation. The program will offer an opportunity for a limited number of young people to work on special projects and with community agencies in the areas of community and intercultural development, orientation and cultural heritage.
LOCATION: Toronto.
REQUIREMENTS: Post-secondary and some secondary students.
PERIOD OF EMPLOYMENT: 7 to 14 weeks.
WAGE RANGE: \$2.65—\$3.50 per hour.

APPLICATIONS AND INFORMATION:

Program 42, Experience '76, Ministry of Culture and Recreation, Queen's Park, Toronto, Ontario.

Programs 43-44 41 positions

A limited number of summer positions are available within the Heritage Conservation Division of the Ministry of Culture and Recreation.
(43) Archaeological Field Survey: 30 positions. Participation in archaeological field survey projects with opportunities for practical professional training and contributing to community planning and public information through original research.
REQUIREMENTS: Post-secondary and secondary students. (Preference will be given to students with relevant practical experience or technical skills leading to professional development.)
LOCATION: Non-urban locations across the Province.
(44) Huronia Historical Parks: 11 positions. Opportunities exist in the area of Information Services, Visitor Services and artifact conservation. All positions relate to the historic sites of Sainte-Marie among the Hurons, Midland and the Naval and Military Establishment Penetanguishene.
REQUIREMENTS: Senior Secondary and Post-secondary students.
PERIOD OF EMPLOYMENT: 7 to 14 weeks.
WAGE RANGE: \$2.65—\$3.25 per hour.
APPLICATIONS AND INFORMATION: Program (specify 43 or 44) Experience '76, Ministry of Culture and Recreation, Queen's Park, Toronto, Ontario.

Programs 45-48 58 positions

A limited number of positions are available with institutions which relate to the Arts Support Division of the Ministry.
(45) Royal Botanical Gardens: 8 positions. Requires students to work in youth and horticultural therapy program.
LOCATION: Hamilton.
(46) Royal Ontario Museum: 22 positions. Requires students to work with regular staff on a variety of special projects.
LOCATION: Toronto.
(47) Ontario Science Centre: 12 positions. Requires students with knowledge of and experience with Native Canadian languages and cultures, preferably with experience on Ontario Indian Reservations and the North, to be host-interpreters with a Native People's Exhibit.
LOCATION: Toronto.
(48) Art Gallery of Ontario: 16 positions. Requires students to work with regular staff on a variety of special projects.
LOCATION: Toronto.
REQUIREMENTS: Secondary and Post-Secondary students.
PERIOD OF EMPLOYMENT: 7 to 14 weeks.
WAGE RANGE: \$2.65—\$3.10 per hour.

<p>APPLICATIONS AND INFORMATION: Program (specify 45, 46, 47, or 48) Experience '76, Ministry of Culture and Recreation, Queen's Park, Toronto, Ontario.</p> <p>Program 49 220 positions</p> <p>An opportunity to obtain "internship" experience in technical, performance and administrative activities with organizations and companies in the performing arts and also in the various aspects of gallery work through practical employment in provincial art galleries. LOCATION: Throughout Ontario. REQUIREMENTS: Senior secondary and post-secondary with an interest in the creative, performing and visual arts. PERIOD OF EMPLOYMENT: 7 to 14 weeks. WAGE RANGE: \$2.65-\$3.25 per hour. APPLICATIONS AND INFORMATION: Program 49, The Ontario Arts Council, 151 Bloor Street West, Toronto, Ontario. M5S 1T6.</p> <p>Program 50 31 positions</p> <p>In an attempt to improve the participation rates and fitness of girls and women, students will work with municipal recreation departments and regional Ministry field office to encourage sports, fitness and recreational programs for women and girls. LOCATION: 15 selected Ontario communities. REQUIREMENTS: University and Community College students, preferably enrolled in physical education or recreation courses. Ability and experience in planning and organization of programs. Positions are open equally to men and women. PERIOD OF EMPLOYMENT: Co-ordinator—17 weeks; Staff—14 weeks. WAGE RANGE: Co-ordinator: \$3.75 per hour; Staff: \$3.00 per hour. APPLICATIONS AND INFORMATION: Program 50, Experience '76, Ms. Mary Lynne Lotimer, Special Interest Section, Sports and Fitness Division, Ministry of Culture and Recreation, Toronto, Ontario. M7A 1R9.</p> <p>Program 51 30 positions</p> <p>A program to help develop continuing education information services in 10 selected communities in Ontario. Project workers will be involved in teams of 2 to 3 carrying out activities such as co-ordinating, planning and organization, collecting information, working with the public, budgeting, report writing and evaluation. LOCATION: 10 selected Ontario communities. REQUIREMENTS: Post-secondary students—ability and experience in working with adults, ability to plan and organize in a team setting, and previous leadership experience in volunteer and/or community activities.</p>	<p>PERIOD OF EMPLOYMENT: 13 to 14 weeks. WAGE RANGE: \$3.00-\$3.50 per hour. APPLICATIONS AND INFORMATION: Program 51, Experience '76, Mrs. Hilary Martin, Ontario Association for Continuing Education, 8 York Street, Toronto, Ontario. M5J 1R2.</p> <p>Program 52 56 positions</p> <p>A program to provide employment opportunities through Community Information Centres, throughout the Province, on programs designed to help people gain access to information. LOCATION: With Community Information Centres throughout Ontario. REQUIREMENTS: Community College students. PERIOD OF EMPLOYMENT: 14 weeks. WAGE RANGE: \$2.80-\$3.00 per hour. APPLICATIONS AND INFORMATION: Program 52, Experience '76, Community Information Services, Ministry of Culture and Recreation, Queen's Park, Toronto, Ontario.</p> <p>Program 53 218 positions</p> <p>A program offered through the Library Services Branch of the Ministry of Culture and Recreation, places young people in 14 regional library system headquarters as well as selected local libraries throughout Ontario to carry out duties related to the communication and organization of information. Positions at regional library system headquarters may involve some travel. LOCATION: Regional and local libraries throughout the Province. REQUIREMENTS: Secondary and post-secondary. PERIOD OF EMPLOYMENT: 8 to 14 weeks. WAGE RANGE: \$2.75-\$3.25 per hour. APPLICATIONS AND INFORMATION: Program 53, Experience '76, Library Services Branch, Ministry of Culture and Recreation, Queen's Park, Toronto, Ontario.</p> <p>MINISTRY OF EDUCATION</p> <p>Program 60 772 positions</p> <p>A program operated in co-operation with local school boards to undertake a wide variety of projects of an educational nature that also provide a direct benefit to the community. LOCATION: With various Boards of Education throughout the Province. Exact locations will not be announced until the end of April. REQUIREMENTS: Will vary according to individual Board projects. PERIOD OF EMPLOYMENT: Secondary students—6 to 10 weeks; Post-secondary students—10 to 16 weeks. WAGE RANGE: \$2.65-\$3.35 per hour.</p>	<p>APPLICATIONS AND INFORMATION: For Post-Secondary students: Program 60, P. O. Box 2201, Postal Station P, Toronto, Ontario. M5S 2T8.</p> <p>For Secondary students: Application forms will be available from your guidance department. Mail them to Program 60 in care of the Regional Office of the Ministry of Education nearest to you. Your guidance counsellor can give you the exact address.</p> <p>Exception: schools in Central Ontario Region should mail to the P. O. Box listed above.</p> <p>MINISTRY OF THE ENVIRONMENT</p> <p>Program 70 260 positions</p> <p>A variety of opportunities in environment-related projects operated both within the Ministry of the Environment and in co-operation with universities, community colleges, and recognized environmentalist groups. LOCATION: Throughout the Province. REQUIREMENTS: Majority post-secondary in environment-related courses; some secondary. PERIOD OF EMPLOYMENT: 12-14 weeks. WAGE RANGE: Secondary and post-secondary as general labour \$2.65 per hour; post-secondary requiring special skills \$3.10 per hour; project leaders \$3.50 per hour. APPLICATIONS AND INFORMATION: For projects run within the Ministry: Program 70, Ministry of the Environment, Personnel Branch, 5th Floor, 135 St. Clair Avenue West, Toronto, Ontario. M4V 1P5.</p> <p>For projects run outside the Ministry: Contact the Faculty of Environmental Studies or other appropriate faculty at your college or university in March to see if they will run a project.</p> <p>MINISTRY OF HEALTH</p> <p>Program 80 30 positions</p> <p>Medical students hired as ambulance driver attendants to supplement ambulance services during the peak summer period. Students will also help operate the Crystal Beach ambulance service, set up from May to September, to deal with the influx of summer visitors. LOCATION: Throughout Ontario, specifically Wasaga and Crystal Beach area. REQUIREMENTS: 1st and 2nd year medical students in good health; 18 years of age and over; holding a valid St. John's or Red Cross First Aid Certificate and who have a driver's licence authorizing him/her to drive an ambulance. PERIOD OF EMPLOYMENT: 16 weeks. WAGE RANGE: \$3.25 per hour.</p>	<p>APPLICATIONS AND INFORMATION: Ministry of Health, Ambulance Services Branch, 7th Floor, 7 Overlea Boulevard, Toronto, Ontario.</p> <p>Program 81 167 positions</p> <p>Offers interested secondary and post-secondary students an opportunity to work in one of the Provincial Psychiatric Hospitals, motivating better patient participation in social, recreational and therapeutic activities. LOCATION: In Psychiatric Hospitals throughout Ontario. REQUIREMENTS: Secondary school and post-secondary students interested in mental health care field. PERIOD OF EMPLOYMENT: up to 10 weeks. WAGE RANGE: \$2.65-\$2.90 per hour. APPLICATIONS AND INFORMATION: To the Provincial Psychiatric Hospital nearest you Brockville Psychiatric Hospital Hamilton Psychiatric Hospital Kingston Psychiatric Hospital London Psychiatric Hospital Lakeshore Psychiatric Hospital—Toronto Lakehead Psychiatric Hospital—Box 930, Thunder Bay North Bay Psychiatric Hospital Dr. MacKinnon Phillips Hospital—Owen Sound Mental Health Centre—Penetang Queen Street Mental Health Centre—Toronto St. Thomas Psychiatric Hospital Thistletown Regional Centre—11 Farr Avenue, Rexdale Whitby Psychiatric Hospital</p> <p>MINISTRY OF HOUSING</p> <p>Program 90 and 91 80 positions</p> <p>Run in co-operation with the Ontario Housing Corporation, this project gives secondary students the opportunity to develop their leadership qualities through on-job training in recreation programs of various Ontario Housing projects throughout the province. LOCATION: Ontario Housing Projects throughout the Metro Toronto area and in the following cities: Cambridge, Hamilton, Kitchener, London, Oshawa, Ottawa, Peterborough, Sarnia, St. Catharines, Sault Ste. Marie, Sudbury, Thunder Bay. REQUIREMENTS: Secondary students, especially those residing in Ontario Housing Projects in the cities where programs are located. PERIOD OF EMPLOYMENT: 10 weeks. WAGE RANGE: \$2.75 per hour. APPLICATIONS AND INFORMATION: Mr. Eldon McMillan, Manager, Recreational Programming, Community Relations Branch, Ministry of Housing, 101 Bloor Street West, Toronto, Ontario. M5S 1P8.</p>	<p>Program 92 44 positions</p> <p>A co-operative program between the Ministry and various Ontario municipalities participating in community renewal programs: students undertake administrative planning, community development and research duties. Some time it also spent gathering information and developing reports on local municipal programs for the Ministry of Housing. LOCATION: In various Ontario municipalities. REQUIREMENTS: Senior Post-secondary students with a strong background in planning, urban studies, community development, and related disciplines. PERIOD OF EMPLOYMENT: 17 weeks. WAGE RANGE: \$3.25-\$3.50 per hour. APPLICATIONS AND INFORMATION: Experience '76, Ministry of Housing, Personnel Branch, 60 Bloor Street West, 3rd Floor, Toronto, Ontario.</p> <p>MINISTRY OF INDUSTRY AND TOURISM</p> <p>Program 100 and 101 158 positions</p> <p>(Program 100) offers employment with the 12 provincial travel associations as information and travel counsellors. (Program 101) offers 12 positions as marketing assistants. LOCATION: Throughout Ontario. REQUIREMENTS: Post-secondary; marketing assistants will be senior and post-secondary enrolled in a marketing program. PERIOD OF EMPLOYMENT: Travel Counsellors—12 weeks; Marketing Assistants—16 weeks. WAGE RANGE: Travel Counsellors—\$2.65 per hour; Marketing Assistants—\$3.00 per hour. APPLICATIONS AND INFORMATION: Travel Associations Summer Employment Program, Tourism Marketing Branch, Ministry of Industry and Tourism, 900 Bay Street, Toronto, Ontario. M7A 2E5.</p> <p>SECRETARIAT FOR JUSTICE</p> <p>Program 110 2 positions</p> <p>To aid in the development of proposals related to citizen and community responsibility in crime control and the administration of justice; students would carry out research work and data analysis. LOCATION: Toronto. REQUIREMENTS: Preferably graduate students with an educational background in one of: Criminology, Native Studies, Sociology, Law, Public Administration, Social Policy and Planning, or Urban Geography. PERIOD OF EMPLOYMENT: 14 weeks. WAGE RANGE: \$3.25 per hour. APPLICATIONS AND INFORMATION: Provincial Secretariat for Justice, Room 325, Legislative Building, Queen's Park, Toronto, Ontario. M7A 1A2.</p>	<p>MINISTRY OF LABOUR</p> <p>Program 120 43 positions</p> <p>A Province-wide construction industry survey to collect data related to job classification, hourly rates, hours of work, and payments of overtime. Students learn about actual working conditions in the construction industry while providing the Ministry with information needed to update industrial Standards Schedules and other related Acts. LOCATION: Throughout Ontario. REQUIREMENTS: 18 years of age or over; includes senior secondary and post-secondary education. Must have access to an automobile. Post-secondary students will undertake some overnight travel, while secondary students will work in areas near their place of employment. PERIOD OF EMPLOYMENT: Senior-secondary—10 weeks; Post-secondary—14-16 weeks. WAGE RANGE: \$2.90-\$3.00 per hour. APPLICATIONS AND INFORMATION: Ministry of Labour, Personnel Branch, 400 University Avenue, 7th Floor, Toronto, Ontario.</p> <p>Program 121 41 positions</p> <p>Students are placed in personnel offices in industry. They will work in the various phases of the personnel function, i.e., recruitment, compensation, employee benefits, staff development, and training. Students will gain practical knowledge of the personnel function. LOCATION: Throughout Ontario. REQUIREMENTS: Post-secondary students, preferably in Business, Commerce, and Finance. PERIOD OF EMPLOYMENT: 16 weeks. WAGE RANGE: \$3.00 per hour. APPLICATIONS AND INFORMATION: Ministry of Labour, Personnel Branch, 400 University Avenue, 7th Floor, Toronto, Ontario.</p> <p>Program 122 10 positions</p> <p>Students will highlight the community and education work of the Ontario Human Rights Commission. They will contact appropriate clients including employers, tourist personnel, etc., and distribute brochures and other informational material. LOCATION: Throughout Ontario. REQUIREMENTS: Post-secondary students in the field of Social Sciences. PERIOD OF EMPLOYMENT: 15 weeks. WAGE RANGE: \$3.00 per hour. APPLICATIONS AND INFORMATION: Ministry of Labour, Personnel Branch, 400 University Avenue, 7th Floor, Toronto, Ontario.</p>	<p>Program 123 10 positions</p> <p>Students will participate in two projects: A. Job Market Research Revising the publication "Career Selectors" through the research, development and organization of updated data pertaining to current occupational information. B. Resource Centre Students will help to update the holdings of the Women's Bureau resource centre, eliminating outdated materials, and examining recent publications and bibliographies for articles relevant to the Bureau's work. LOCATION: Toronto. REQUIREMENTS: Post-secondary students on the field of Social Sciences. PERIOD OF EMPLOYMENT: 15 weeks. WAGE RANGE: \$3.00 per hour. APPLICATIONS AND INFORMATION: Ministry of Labour, Personnel Branch, 400 University Avenue, 7th Floor, Toronto, Ontario.</p> <p>MINISTRY OF NATURAL RESOURCES</p> <p>Program 130 1,214 positions</p> <p>Operated in co-operation with Conservation Authorities across Ontario, this program provides conservation and environmental work of a manual, clerical, or technical nature with these Authorities. LOCATION: In any one of 38 Conservation Authorities throughout Ontario. REQUIREMENTS: Secondary, post-secondary; must be 16 years of age or over. PERIOD OF EMPLOYMENT: Secondary—7 weeks; Post-secondary—14 weeks. WAGE RANGE: \$2.65-\$3.50 per hour, depending on the position. APPLICATIONS AND INFORMATION: To the Conservation Authority nearest you.</p> <p>Program 131 1,288 positions</p> <p>Operated through the District Offices of the Ministry of Natural Resources, this program offers a variety of manual, technical and clerical positions in the field of resource management. LOCATION: Throughout Ontario. REQUIREMENTS: Secondary, post-secondary. PERIOD OF EMPLOYMENT: Secondary—7 weeks; Post-secondary—14 weeks. WAGE RANGE: \$2.65-\$3.50 per hour, depending on the nature of the position with the majority at the lower end of the range. APPLICATIONS AND INFORMATION: To the District Office of the Ministry of Natural Resources nearest you.</p>	<p>MINISTRY OF CORRECTIONAL SERVICES</p> <p>Program 140 248 positions</p> <p>Students come in direct contact with young people in the care of the Ministry working as assistant supervisors in training school or group homes; as assistant correctional officers in training centres for young adults (ages 16-24); or as probation and after-care assistants. LOCATION: Ministry facilities throughout the Province. REQUIREMENTS: Post-secondary undergraduates—as assistant supervisors, assistant recreation officers, teachers, correctional officers, group home assistants, program co-ordinators, and library technicians. Post-graduate—as social work assistants, assistant psycho-metrists, librarians, probation and after-care assistants. PERIOD OF EMPLOYMENT: Up to 14 weeks. WAGE RANGE: \$2.65-\$3.00 per hour. APPLICATIONS AND INFORMATION: Program 140, Ministry of Correctional Services 2001 Eglinton Avenue East Scarborough, Ontario M1L 4P1.</p> <p>MINISTRY OF THE SOLICITOR GENERAL</p> <p>Program 150 51 positions</p> <p>To expose young people to the day-to-day operations of police forces. Students will not engage in actual police work but will, depending on training and experience and the type of positions available, be employed in clerical or support type functions. Some positions may require working shifts. LOCATION: With local police forces throughout Ontario. REQUIREMENTS: Secondary, post-secondary and law students (available work may not be law related). PERIOD OF EMPLOYMENT: 12 weeks. WAGE RANGE: \$2.55 per hour. APPLICATIONS AND INFORMATION: Program 150, Recruitment Section Ministry of the Solicitor General 90 Harbour Street Toronto, Ontario M7A 2S1.</p>
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Ontario
Youth
Secretariat

Honourable Margaret Birch
Provincial Secretary for Social Development